

Portage, Adams, and Wood County's  
Memorandum of Understanding  
W2 and Related Programs Consortium  
11-19-03

1. **Parties**

The parties to the Memorandum of Understanding are:

Adams County Department of Health and Social Services  
Richard Holt, Director  
108 E North Street  
Friendship, WI 53934-0500

Portage County Health and Human Services  
Judy Bablitch, Director  
817 Whiting Ave  
Stevens Point, WI 54481

Wood County Department of Social Services  
John Chrest, Director  
400 Market Street  
PO Box 8095  
Wisconsin Rapids, WI 54495-8095

2. **Consortium Administrative Structure**

**A. Consortium Administrative Structure**

- 1) The consortium will form an administrative oversight committee consisting of each agency Director or their representative.
- 2) Each County will have one vote. The Consortium will work for unanimous consensus on all issues; however, in cases of lack of consensus on issues affecting the continuing operation of the Consortium, the majority will decide the vote.
- 3) The Administrative committee will be responsible for:
  - a) Consortium budget approval including member county budgets.
  - b) Funding of special projects with W2 funds.
  - c) Review of expenditures.
  - d) Approval of consortium contract agencies.
  - e) Approval of consortium policy and procedure.
  - f) Modification of consortium budget.

- g) Development and implementation of an ongoing plan to integrate three separate county W2 administrations into a single coordinated administrative process.
  - h) Development of a Request for Proposal and procurement procedure.
  - i) Development of a common, consortium wide plan of service delivery.
- 4) Each county partner of the consortium will submit an annual budget to the Administrative Committee. Once the Administrative Committee adopts a consortium budget, a county partner will be responsible to stay within the budget allocations for the administration, benefits and services in their county. Each county partner will be financially responsible for the expenses that exceed their approved consortium allocations. In the event that there are consortium W-2 funds available (under funding, new funds etc.) the priority for the redistribution of those funds will be:
- a) Covering projected shortfalls in benefits by consortium partners.
  - b) Covering projected shortfalls in services or administration of consortium partners.
  - c) Funding new projects submitted by consortium partners.
- All requests for changes in the adopted consortium budget must be submitted to the Administrative Committee in writing. The Administrative Committee will review the request and make a decision by a majority vote.
- 5) The Administrative committee will set regular scheduled meetings throughout the year and each county will send a voting member.
- 6) Votes of the Administrative committee will be binding on the consortium members in matters covered by this agreement.

## **B. County Autonomy**

- 1) Each county will have the right to design and structure their local service delivery system which includes:
  - a) Number of staff.
  - b) Duties of staff.
  - c) The option to use services of consortium approved contract agencies. If a county chooses to purchase a service, which is offered by a consortium contract agency, that county must use the consortium approved contract agency.
  - d) Administrative oversight of local programs.
  - e) Location of the Job Centers.

**C. The Wood County Department of Social Services will serve as the consortium fiscal agent and lead contract administrator.** This encompasses:

- 1) Receive, review and sign the State/County W2 contract.
- 2) Receive State W2 funds.
- 3) Compile and report fiscal information to the State.
- 4) Make payments to the consortium counties.
- 5) Make payments to the consortium contract agencies.
- 6) Complete and monitor contract of the consortium contract agencies.
- 7) Arrange and coordinate regularly scheduled meetings of the Consortium Administrative Committee and prepare fiscal monitoring documents.

**3. Goals to be accomplished Prior to beginning of the W2 2004/2005 contract**

- A. Form the Administrative Consortium Committee and develop initial operating procedures.
- B. Develop the consortium budget based on individual county budgets.
- C. Identify common service providers and develop single contracts and/or identify new providers through an RFP process.

**4. First Year Goals**

- A. Fully implement a network of consortium wide contracted service providers.
- B. Develop a plan to create a consortium Administrative structure that fills gaps and eliminates overlaps.
- C. Combine W-2 Steering Committees into one W-2 Consortium Steering Committee.

**5. Duration**

This Memorandum of Understanding will be in effect from 1/1/04-12/31/05.

**6. Severability, Withdrawal and Amendment**

This Memorandum of Understanding may be severed upon 120-calendar days advance notice from a consortium member to the consortium. Should any member withdraw, the Memorandum of Understanding will remain in effect with respect to the remaining members. Amendments to the Memorandum of Understanding may be brought forth by any Consortium partner at any time. Assignment of responsibilities under this agreement by any of the parties shall be effective upon written notice to the other parties.

7. **Adding New Members**

The opportunity exists for other counties to join this consortium. Counties would need to apply in writing and agree to the terms of the M.O.U. The Administrative Committee would vote admission on a case-by-case basis.

8. **Authorities and Signature:**

The individuals signing below have the authority to commit the party they represent to the terms of the Memorandum of Understanding and do so commit by signing.

For Adams County Department of Health and Social Services

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date

For Portage County Health and Human Services

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date

For Wood County Department of Social Services

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date